

COURSE OUTLINE

CMSY-118

Advanced Databases

1 Credit

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to use Microsoft® Access to create advanced tables, queries, forms and reports. Skills covered also include managing database objects, creating macros, and maintaining relational databases. This course may be completed in fewer than 14 weeks and may be started at any time during the school year. All of the work (except tests) may be done outside of class if student has compatible software. Prerequisite: CMSY-103.

Overall Course Objectives

Upon completion of this course, the student will be able to:

1. Create and modify advanced tables.
2. Create and use custom forms.
3. Refine queries.
4. Use advanced report features.
5. Define relationships.
6. Use Access tools.
7. Integrate Access Data.

Major Topics

- I. Creating and Modifying Advanced Tables
 - A. Using Design View
 - B. Modifying a table's design
 - C. Creating and modifying an input mask
- II. Creating and Using Custom Forms
 - A. Creating controls
 - B. Moving, resizing, and modifying controls
 - C. Creating a form using the Form Wizard
 - D. Building a form using Design View
 - E. Adding titles and graphics to a form
 - F. Creating a form that contains a subform
- III. Refining Queries
 - A. Saving a filter as a query
 - B. Creating subqueries
 - C. Creating parameter and action queries
- IV. Using Advanced Report Features
 - A. Creating and modifying a report in Design View
 - B. Sorting and grouping records in a report
 - C. Calculating a total or a count in a report
- V. Defining Relationships
 - A. Defining relationships
 - B. Understanding referential integrity and cascading

- VI. Using Access Tools
 - A. Securing Access
 - B. Creating a Database Using a Template
 - C. Creating macros
 - D. Splitting a Database
- VII. Integrating Access Data
 - A. Integrating with Text Files
 - B. Integrating within Access

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member, but will include the following:

- Multiple choice, true/false tests
- Computer hands-on tests
- Projects

Other Course Information

Call 443-518-4876 between 9 a.m. and 3 p.m. for more information about this course.

This course is a business elective.